

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

April 17, 2009

SUBJECT: PHOTOGRAPHIC RECORD ENVELOPE, FORM 15.44.02 - ACTIVATED

PURPOSE: This Order activates the Photographic Record Envelope, Form 15.44.02. The Photographic Record Envelope is referenced in Operations Order No. 2, titled *Digital Camera Use and Deployment*, dated April 10, 2008.

PROCEDURE: PHOTOGRAPHIC RECORD ENVELOPE, FORM 15.44.02 - ACTIVATED.

A. **Use of Form.** The Photographic Record Envelope is used to store memory cards used in digital cameras.

B. **Completion.** Completion of the Photographic Record Envelope is self-explanatory.

C. **Distribution.**

- 1 - Original, Kitroom of originating Area/division. Envelopes shall be returned to the kitroom officer and stored in the Area/division interim storage locker for Property Division courier service pick-up. Areas/divisions without interim storage lockers shall transport the removable storage media device(s) to Property Division, at least once per day.

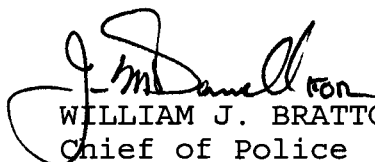
Note: Memory cards with photographs of administrative and/or sensitive investigations shall not be provided to the kitroom officer for processing. An appropriate supervisor may upload the photographs, or the memory card may be processed by Scientific Investigation Division (SID). Sensitive photographs should be sent or transported to SID for processing. In the event that the memory card is booked in the photographic record envelope and forwarded to SID, the employee booking the envelope shall clearly write "CONFIDENTIAL" on the envelope. The employee shall include direction to SID to "Process and store photographs, reformat, and return memory card to Area."

1 - TOTAL

FORM AVAILABILITY: The Photographic Record Envelope will be available for ordering from the Distribution Center, Department of General Services, in approximately 60 to 90 days.

AMENDMENT: This Order adds Section 5/15.44.02 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Property Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "D"